



RECORDS CLERK – PART TIME

DUTIES AND FEATURES OF THE CLASS:

This person is responsible for assisting with records management, which includes the maintenance, storage, retrieval, retention and disposal of documents and reports generated by Sussex County Government. The work is performed under the general supervision of the department supervisor and is reviewed periodically for accuracy.

EXAMPLES OF WORK:

Assists with organizing, prioritizing and coordinating records activities to ensure that documents, reports and other required information are available for use by department heads and other authorized individuals upon request; transports Sussex County records from each department to the Records Center as well as transporting files to the Delaware Public Archives (DPA) for permanent disposition; ensures documents are maintained in accordance with county policies and applicable state and federal laws; consults with department supervisor and DPA as required; assists in the preparation, implementation and maintenance of Sussex County's records retention schedule by identifying and describing the various types of records, length of retention period, method of storage and/or disposal; coordinates retrieval and destruction procedures for disposal of documents; researches and describes document uses and condition; determines the volume of the records; creates and maintains a variety of systems, logs and records to locate documents/files for tracking and research purposes; requests micrographic services; participates in the development and maintenance of quality control procedures by recommending guidelines for handling documents as they move through the system; promotes interdepartmental cooperation and oversees programs established to improve sharing of information resources.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to lift/move objects weighing 50 lbs. or more frequently and for extended periods of time; knowledge of using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data; ability to work with little supervision and carry out assigned duties in a responsible manner; ability to establish and maintain effective working relationships with department heads, coworkers, representatives from other departments and the general public; ability to process documents which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.

QUALIFICATIONS:

Minimum High School Diploma or GED with experience in record keeping which includes maintaining records, logs, filing systems and document processing; proficient in Microsoft Office (Word, Excel, Outlook). Must have excellent communication skills, both orally and in writing as well as solid customer service skills; must be detail oriented.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Possession of a valid driver's license
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- 21-hour work week (Monday - Friday)

Revised 10/2016